

# FREE Transportation!!

Ever get tired of driving to work?  
Want to read or sleep on the way to work?  
Want to get to work for FREE?

## The Department of Transportation (DoT) has got a deal for you!!

Every Marine, Sailor, Army, Air Force, or appropriated and non-appropriated funds (NAF) civilian employee and members of Reserve components serving on active duty are eligible for a FREE RIDE in a Commuter Vanpool vehicle or the city bus.

The Transportation Incentive Program (TIP) provides each Vanpool participant with vouchers up to \$230 per person each month to pay your portion of the van invoice and the remaining balance is used for the cost of gasoline. Vanpool Hawaii provides the vehicle, insurance and maintenance cost. Passengers in the vehicle establish their commuting hours and destinations. The vehicle is yours seven days a week and can be used at your discretion. All you need to get started in a vanpool is to have a minimum of 4 people. Maximum number in a vanpool is 7 people.

The Transportation Incentive Program also provides FREE Bus Vouchers in the amount of \$60 per person each month for those looking to ride the Bus. The Bus pass can be purchased with the Bus Vouchers at a cost of \$60. To obtain information on how and where to purchase The Bus pass, contact THE BUS at 848-4444, or visit their website, <http://www.thebus.org>. See MSgt. DeMarco at the MCBH bldg. 216, Rm. 66 (Reserve Admin) for an application. After the application is processed, the vouchers will be sent to MSgt. DeMarco for you to sign.

Who is Eligible? All active military, appropriated and non-appropriated fund (NAF) civilian personnel and members of Reserve components serving on active duty are eligible.

What do I do? Identify 4 civilian service co-workers or military members who want to start a Vanpool or if you just want to ride the Bus solo, then call MSgt. DeMarco and he

will provide the application and other information to get you stated.

[Online TIP application and information](#)

**TIP FAST FACTS OF BASE ORDER 11240**

-When vouchers are distributed, The Tip Coordinator may ask you to recertify the amount you are claiming. If the max is \$230, that doesn't mean you just claim \$230. You should **request an amount that equals your van seat cost** (base of van max occupancy) plus gas based on where you work and Live.

-You must have a **minimum of 4 people** to be eligible for a van pool. If you have 4, but one decides not to participate, you either have to turn the van in or find another participant.

-Not all riders in the van pool must be Federal employees. However, any **non-Federal** van pool members must pay "out-of-pocket" and cannot be subsidized through this benefit. All van pool members, whether Federal employees or contractors, must pay the same rate for the same van pool services.

-At least **80 percent of the expected mileage** use of the vehicle must be for the purpose of transporting personnel in their local commute from residence to primary place of employment.

-Marine Corps Base Hawaii's TIP Coordinator has the **right to request copies** of contracts/invoices/receipts for audit purposes, at any point throughout the operation of the van pool, to ensure the van pool is in compliance with the regulations of the program.

-Van pool personnel (treasurer) (usually the main driver who is responsible for the account) **will not submit vouchers in mass**, i.e. submission of all rider vouchers for the entire quarter/year at once. Vouchers must be submitted on a monthly basis depending on balance owed with VPSI.

-**Riders will not submit all three months of vouchers** to the treasurer (main driver) collectively. Participants will

submit vouchers to the treasurer monthly base on actual cost of participation. It is highly recommended that the treasurer of the van pool provide each participant with a receipt once the exchange of vouchers takes place.

-Participants are required to obtain fare media (**vouchers**) **from their POC within 30 business days**. If a participant is unable to obtain fare media, they are required to notify the POC in advance and to coordinate alternative distribution arrangements. The POC may schedule an extended pick-up time and date with the participant. Any participant who does not obtain fare media in accordance with the aforementioned requirements will be classified as a "straggler" and will face the loss of fare media benefits.

-Participants who fail to contact the POC within thirty (30) business days from the day the POC notified the participants of voucher pickup will result in their automatic withdrawal from the program.

- And lastly, **making a false, fictitious, or fraudulent certification** on the application is subject to the Uniform Code of Military Justice (UCMJ), criminal prosecution, Civil Penalty Action, and agency disciplinary action up to and including dismissal. Participants suspected of misuse and abuse should be referred to their Commanding Officer or Director for further review and action as needed.

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